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BPAM 65-0626

Executive Registry  
65-4329

29 JUL 1965  
DD / S REGISTRY  
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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Approval Authorities

25X1A

REFERENCE : (a) [REDACTED] same subject

(b) Memo dtd 23 Dec 63 to Deputies fr DDCI,  
subj: Approval of Research and  
Development Activities

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 7.

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2. [REDACTED] contains policy pertaining to the review and approval of budgets and programs, funds allocations to Agency components, guidance and instructions relating to approval authorities, and criteria regarding the reprogramming of allotted funds. A memorandum dated 23 December 1963 from the Deputy Director of Central Intelligence to the Deputy Directors established guidelines for the approval of research and development activities at the Deputy Director level and specifically authorized Deputy Directors to approve research and development activities which do not, singly, exceed \$150,000.

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3. Neither [REDACTED] nor the memorandum from the DDCI dated 23 December 1963 establish specific monetary approval levels for non-research and development activities. In the past, it has been the practice for the Deputy Director for Support to submit to the Deputy Director of Central Intelligence, only those proposed commitments which exceed \$150,000.

4. Support Directorate proposed commitments of a non-research and development nature which exceed \$150,000 are usually of a routine

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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nature to the office concerned, such as: large single procurements of standard equipment for the Office of Communications, or replenishment of standard supplies and material for the Office of Logistics inventories. It is felt that when proposed Support Directorate actions have been included in the Support Component's Budget and Program, have been reviewed by the Office of BPAM, and have been approved by the Director of Central Intelligence, they need not normally be submitted to the Deputy Director of Central Intelligence for further consideration.

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[REDACTED] "Within the jurisdiction of the Executive Director-Comptroller and of each Deputy Director and Head of an Independent Office, the allocations made to major staffs, divisions, and offices are not ordinarily subject to redistribution." It recognizes, however, the occasional necessity for departure from the fixed plan to "align resources with changing requirements." The Regulation does not, however, establish monetary limitations within which Deputy Directors or Heads of Independent Offices may reprogram allotted funds without higher approval. It has been the practice in the Support Directorate to permit Office Heads to realign their allotted funds to meet changing requirements provided that any proposed undertaking does not involve policy considerations. As a practical matter, funds allotments have not been transferred between Support Components for reprogramming purposes except for end-of-fiscal year adjustments. In these cases, the Deputy Director for Support approves the transfer.

6. With regard to the purchase of real estate, or the construction of buildings and facilities, it has been the practice of the Deputy Director for Support to submit for approval to the Deputy Director of Central Intelligence proposed commitments involving funds in excess of \$25,000. It is felt that such proposed actions, regardless of amount, which were included in a DCI approved office budget and program need not be submitted to the Deputy Director of Central Intelligence for approval; except those actions which are considered particularly sensitive or would be of particular interest to the Deputy Director of Central Intelligence. When such proposed actions have not been included in a DCI approved office budget and program, it is suggested that the Deputy Director for Support be given approval authority up to

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\$75,000 and that actions exceeding \$75,000 be submitted to the Deputy Director of Central Intelligence for consideration.

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7. In view of the absence of specific monetary provisions in [REDACTED] with regard to approval levels, I believe it is appropriate to seek guidance on and a clear definition of my approval authorities in the utilization of Agency funds allotted to the Support Directorate. It is recommended that for the Support Directorate, the Deputy Director for Support be authorized to:

a. Retain the authority to approve research and development activities as delegated to the Deputy Directors by the DDCI in his memorandum of 23 December 1963 (Reference b).

b. Approve activities other than research and development involving funds not exceeding ~~\$150,000~~ <sup>\$25,000</sup> [REDACTED] when such activities are not specifically included in DCI approved office budgets and programs.

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c. Approve construction activities or real estate purchases involving funds not exceeding ~~\$75,000~~ <sup>\$25,000</sup> [REDACTED] when such actions are not specifically included in DCI approved office budgets and programs.

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d. Approve activities other than research and development regardless of financial magnitude when such activities are specifically included in DCI approved office budgets and programs.

e. Approve incremental reprogramming of funds within the Offices of the Support Directorate not exceeding a total of 10 per cent of an Office allotment.

If this recommendation is approved, I will, of course, continue to submit for approval of the Deputy Director of Central Intelligence any proposed commitment of funds for any purpose, regardless of magnitude,

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when such undertaking is believed to be particularly sensitive or of significant interest to the Deputy Director of Central Intelligence.

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[REDACTED]  
R. L. Bannerman  
Deputy Director  
for Support

The recommendations contained in paragraph 7 are approved:

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[REDACTED]  
L. K. White  
Executive Director-Comptroller


10 AUG 1965  
Date

Distribution:

- Orig - DD/S
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Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030011-5

TRANSMITTAL SLIP		DATE
TO:		JUN 1965
Executive Director-Comptroller		
ROOM NO.	BUILDING	
7D59	Headquarters	
REMARKS:		
<p>Per our conversation.</p> <p>Attached is a proposal on approval authorities. This can be adjusted in any category if you feel that a change should be made. I have no strong feelings on any of the amounts involved but simply wanted a departure point as our guideline.</p> <p> R. [Redacted] man</p>		
FROM:		
Deputy Director for Support		
ROOM NO.	BUILDING	EXTENSION
7D26	Headquarters	5251
FORM NO. 241		
1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
☆ GPO : 1957-O-439445 (47)		

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4 FEB 1964

**MEMORANDUM FOR: Director of Communications****SUBJECT : Approval of Research and Development  
Activities**

Your attention is invited to the attached copy of a memorandum to the Deputy Directors from the Deputy Director of Central Intelligence prescribing approval authorities for research and development activities. Within the total framework of the approval mechanism prescribed in that memorandum, and with particular reference to paragraph 5. c., the Director of Communications is hereby authorized to approve new research and development efforts and to amend, extend, review, or terminate continuing efforts, provided the action taken will not cause the total authorization to exceed \$50,000 in the current fiscal year.

(SIGNED)

L. K. White  
Deputy Director  
for Support

**Attachment:**

Memo dtd 23 Dec 63 to DD/P, DD/I,  
DD/S&T & DD/S fr DDCL, same subject

SA-DD/S:RHW:kbb ( 10 Jan 64 )

Retyped: RHW:fmf ( 13 Jan 64)

**Distribution:**

Orig &amp; 1 - Adse w/cc of att (DD/S 63-5574

1 - DD/S Chrono

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*Received by DD/S  
Admin Instruction 64-2*